

U. S. ARMY CORPS OF ENGINEERS

STUDENT TEMPORARY EXPERIENCE PROGRAM ANNOUNCEMENT

Office Automation Clerk

GS-0326-02

\$10.95 per hour

(Construction Division - 1 Vacancy)

Duty Station: Ft. Gordon, GA

Opening date: 11 March 2010

Closing date: Until filled

Work schedule: Part time.

Area of Consideration: Students: Definition of Student: An individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school for which high school graduation or the equivalent is the normal prerequisite.

Duties: The purpose of this position is to operate a personal computer or computer terminal with varied keyboard procedures to type, retrieve, recover and display on screen, update, and print products. Products include a variety of narrative and tabular material such as correspondence, reports, memoranda, studies, rosters, etc. Routes mail, files, answers the telephones, takes messages, and refers calls. Checks or verifies data with original source, makes corrections, tabulates or posts data from source documents, etc. Receives, maintains and issues office supplies.

Qualifications: Applicants must have 3 months of progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled or be a high school graduate or equivalent.

Proficiency Requirements: In addition to meeting experience or education requirements, applicants for this position **must show they can type 40 words per minute based on a 5-minute sample with three or fewer errors.** Applicants must present a certificate of proficiency from a school or other organization authorized to issue such certificates or by self-certifying their proficiency.

APPLICATION PROCEDURES: Resumes must include:

- Full name
- Social Security Number
- Date of Birth
- Address
- Signature on resume
- Proof of student status and GPA. Official transcript displaying current student status and
- Certification of typing skill as stated above
- Experience including specific duties, hours of employment, name and telephone number of supervisor

Mail applications or resumes to:

U. S. Army Corps of Engineers, Savannah
ATTN: CPAC – Student Temporary Employment
P. O. Box 889
Savannah, GA 31402-0889

Point of contact for these positions: Shirley Cheek, 912-652-5772

CONDITIONS OF STUDENT EMPLOYMENT UNDER THE STUDENT TEMPORARY EXPERIENCE PROGRAM:

- Written agreement between agency, school and student not required
- Duties do not have to be related to academic program. A training plan is not required.
- Work schedule may be part-time or full-time as long as work does not interfere with success in school
- Classification series and grade set according to the OPM classification standard
- Participants have no non-competitive right to conversion to TERM or permanent employment. Participants may be converted to the Career Experience Program, if all requirements are met.
- Students must maintain a minimum 2.0 quarterly/semester GPA and 2.0 cumulative GPA. Scores falling below 2.0 in either quarterly/semester or cumulative GPA's may be allowed for one school period. If grades are not brought into compliance, students may resign or be will be terminated. Exceptions to this policy will be rare and must be approved by the appropriate Deputy Commander based upon documented joint benefit of the student and the employer. This policy will apply to current students in that they must earn 2.0 quarterly/semester GPA's until such time as they are in compliance on cumulative GPA's as well. Scores falling below 2.0 in quarterly/semester GPA's may be allowed for only one school period.
- Students who complete one year of current continuous employment are Tenure III excepted service employees for RIF purposes. Employees covered by RIF procedures are entitled to a minimum 60-day advance notice period of RIF.